



## CITY OF FRISCO

GEORGE A. PUREFOY MUNICIPAL CENTER  
6101 FRISCO SQUARE BLVD  
FRISCO, TEXAS 75034  
TEL 972.292.5000  
WWW.FRISCOTEXAS.GOV

Date: January 31, 2011

Single Serving Media, Inc.  
Craig Ward  
6170 Research Road #215  
Frisco, Texas 75034

RE: Bid #1110-068 Education Website Development for Environmental Services

Dear Craig:

The City of Frisco has awarded the Education Website Development for Environmental Services Bid #1111-068 to your firm. It is understood all terms, conditions and prices will be held firm as per your response to the bid.

A Purchase Order for \$33,000 will be issued. This is for all costs associated with the project with the exception of the Maintenance and Support costs of \$500.00 per year for 2012, 2013, 2014, and 2015. Purchase Orders will be issues on a year to year basis for those costs. Please note the invoice must reference the City of Frisco PO number. Invoices should be emailed to [accountspayable@friscotexas.gov](mailto:accountspayable@friscotexas.gov)

You will have ten (10) days to acknowledge receipt of this letter, as indicated below and return it to the City of Frisco Purchasing Division, 6101 Frisco Square Blvd., Frisco, TX. 75034. Or, if you wish, you may fax it to (972) 292 5586.

Craig Ward  
Name

2/8/2011  
Date

[Signature]  
Signature

                      
Delivery Date

Thank you for your interest in serving our needs. We look forward to a successful business relationship. If you have any further questions, please contact the Purchasing Division at (972) 292 5541.

Sincerely,

Jean Stellatella, CPIM, CPPB  
Buyer

cc Jeremy Starritt, Environmental Services  
Rickey McCoy, Information Services  
Leslie Landrum, Information Services  
Pippa Couvillion, Environmental Services